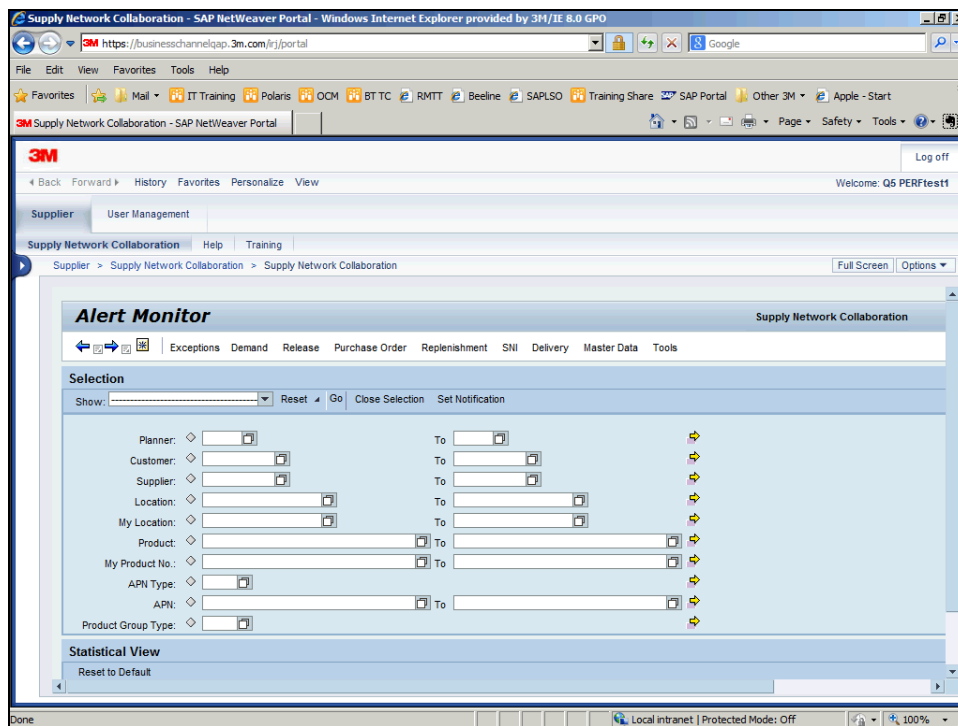



## Confirm New Purchase Order with Changes EN

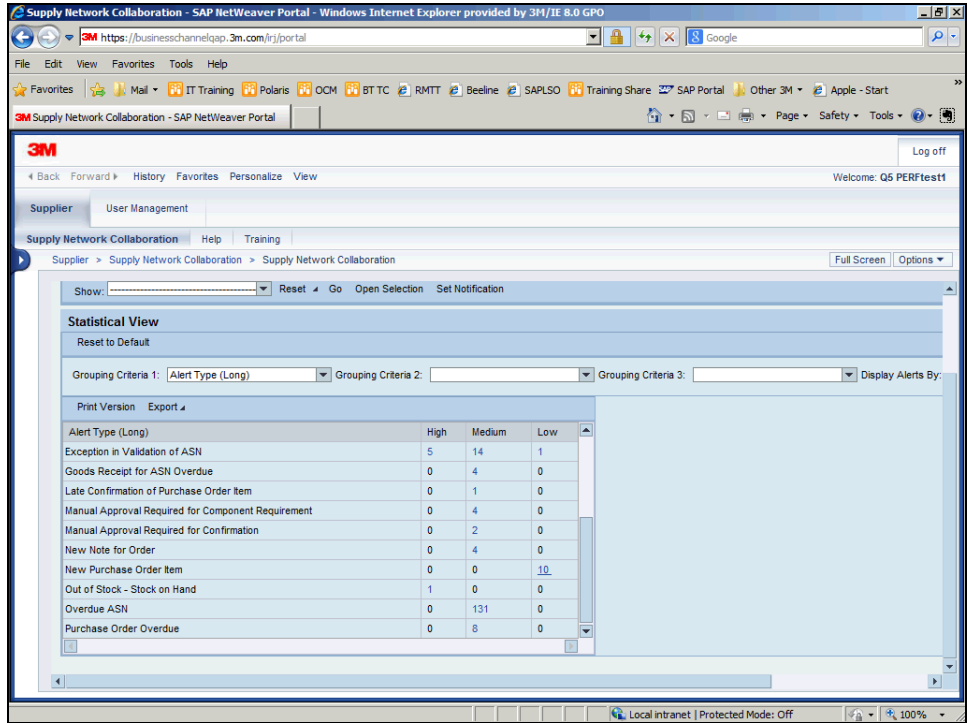
Use this Supplier portal activity to confirm a new purchase order with changes to price, delivery date, or quantity.

Step	Action
1.	Upon logging into the SAP SNC system, the <i>Alert Monitor</i> displays.  In this example leave all <i>Selection</i> criteria blank to display all Alerts.

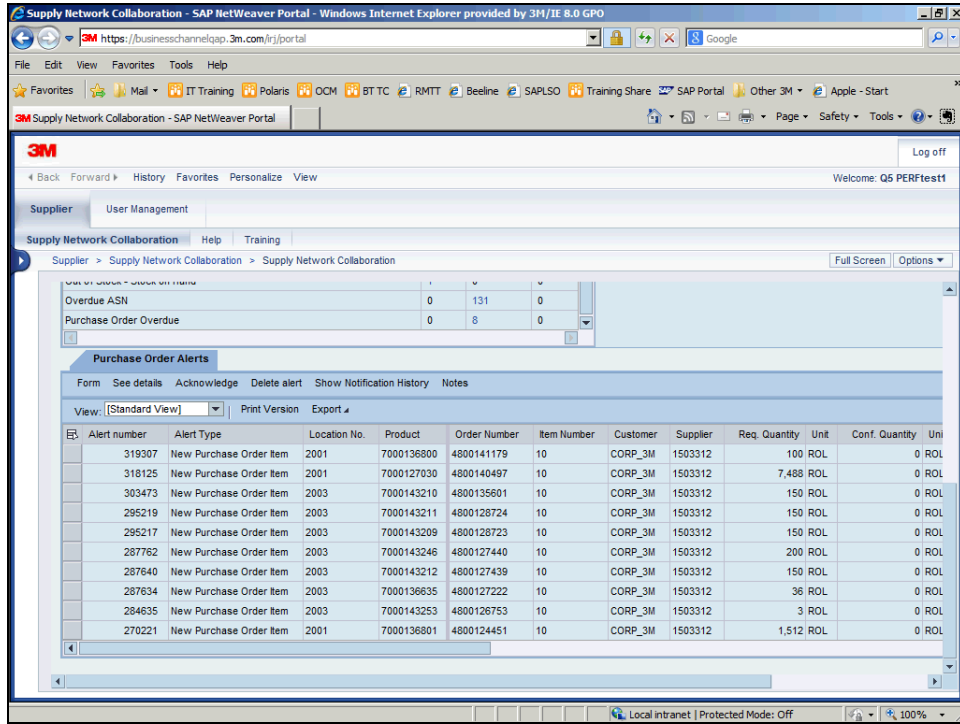



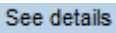
Step	Action
2.	Click <b>Go</b> . 
3.	The system generates the total number of new alerts by Alert Type.  Scroll down to view the full list of alerts.
4.	Click the <b>Vertical</b> scroll bar.

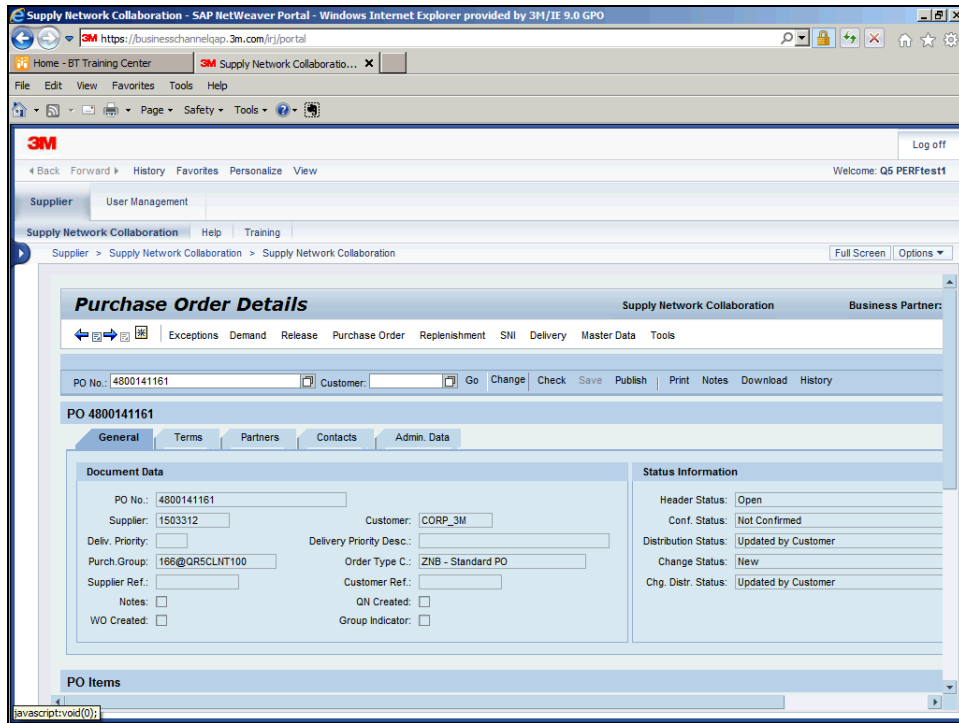
Step	Action
5.	<p>In the <i>Statistical View</i> section, scroll to <b>New Purchase Order Item</b>. These are the Purchase Orders requiring confirmation.</p> <p>In this example, the Alert Monitor generated 10 entries for the New Purchase Order Item alert type.</p> <p>To view the list of New Purchase Order Items requiring confirmation click on the "10"</p>




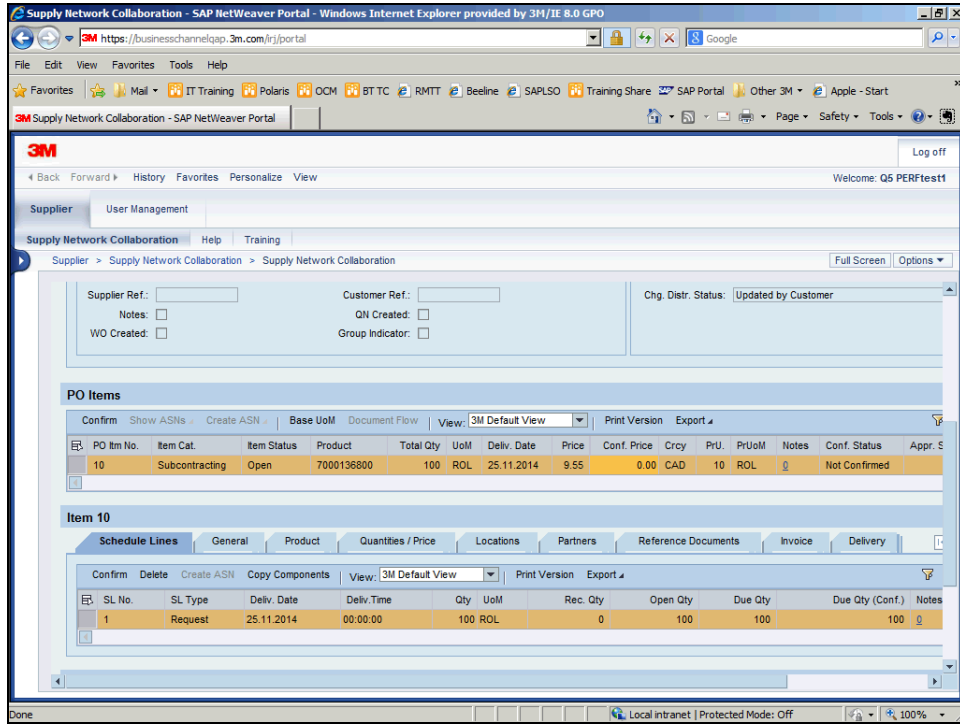
Step	Action
6.	<p>Click <b>10</b>.</p>
7.	<p>Scroll down to view the list of Purchase Orders.</p>
8.	<p>Click the <b>Vertical</b> scroll bar.</p>
9.	<p>Select the Purchase Order(s) requiring confirmation.</p>





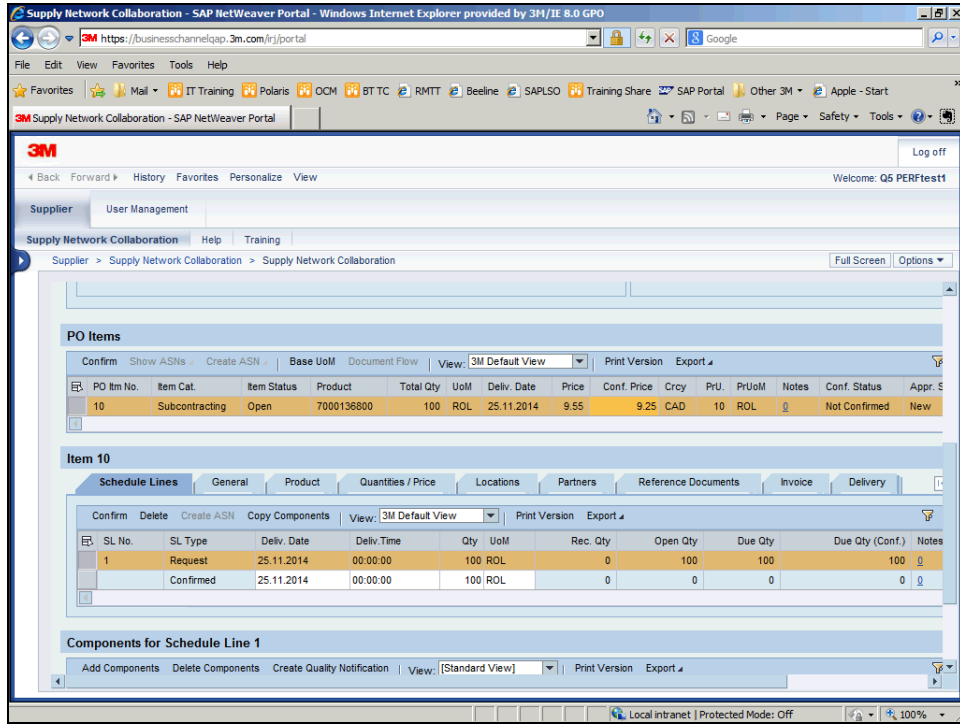
Step	Action
10.	Click the row header. 
11.	Click <b>See details</b> . 
12.	The <i>Purchase Order Details</i> screen displays. To update the PO confirmation, switch to "change" mode.



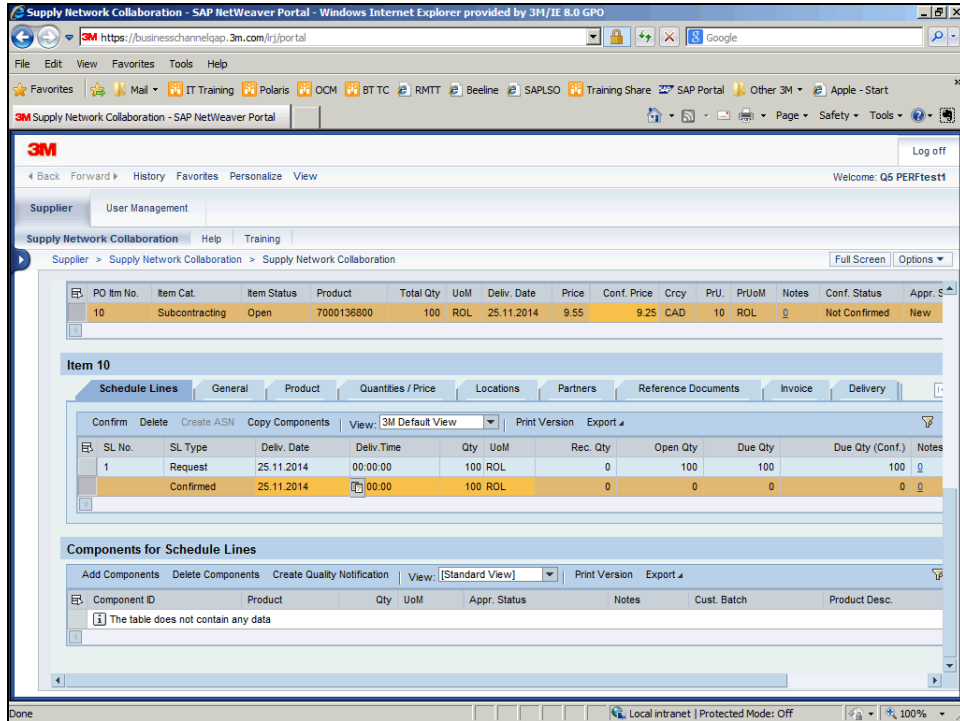
Step	Action
13.	Click <b>Change</b> . 
14.	To update the prices as discussed and agreed on with the 3M Buyer, select the PO line and update the <b>Conf. Price</b> .

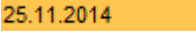



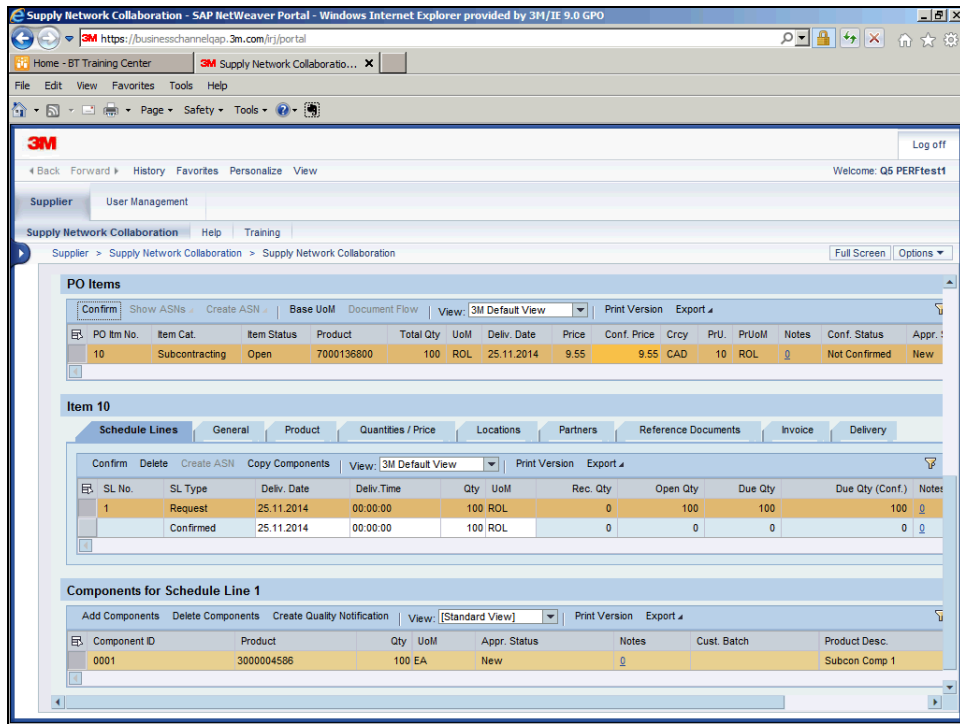
Step	Action
15.	Click the <b>Conf. Price</b> field. 
16.	Type <b>Conf. Price</b> , for example type " <b>9.25</b> ".
17.	<b>Note:</b> Click <b>Confirm</b> on the <i>PO Item</i> not on the <i>Schedule Lines</i> tab. This generates a new <b>SL No.</b> with <b>SL Type</b> , "Confirmed".
18.	Click <b>Confirm</b> . 
19.	To update the delivery date and quantity: 1. On the <i>Schedule Lines</i> tab, select the Schedule Line with <b>SL Type</b> , "Confirmed". 2. Enter the revised date and/or quantity.


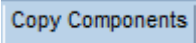


Step	Action
20.	Click the <b>Confirmed</b> row header.

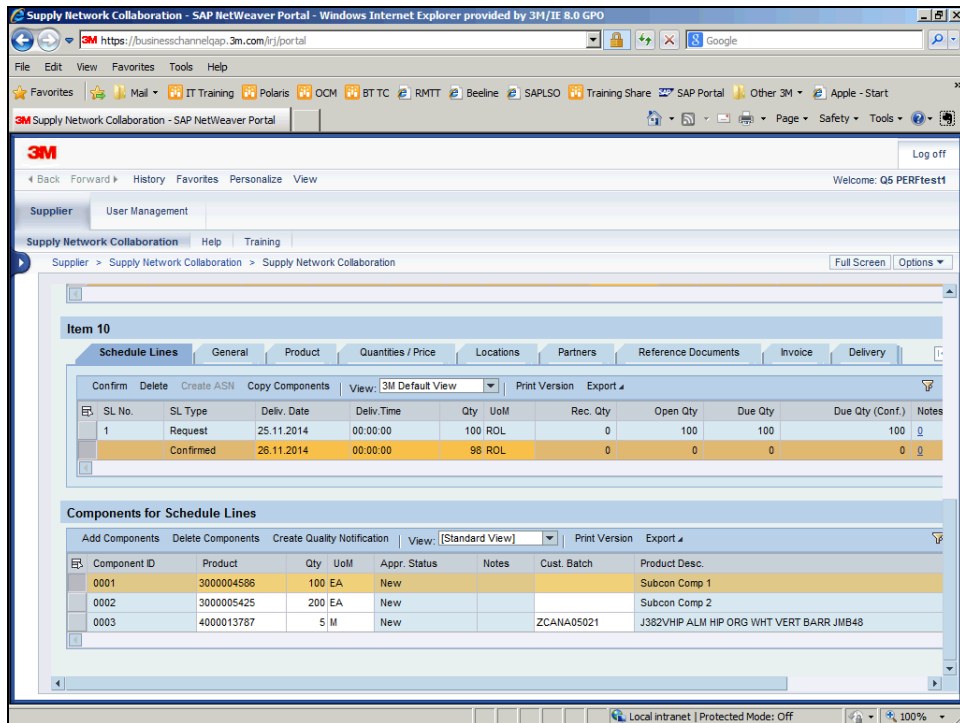


Step	Action
21.	Click the <b>Deliv. Date</b> field. 
22.	Type <b>Deliv. Date "26.11.2014"</b> .
23.	Click the <b>Qty</b> field. 
24.	Type <b>Qty "98"</b> .
25.	A Subcontracting Purchase Order requires confirmation of the BOM components. On the <i>Schedule Line</i> tab select the Schedule Line with <b>SL Type</b> , "Confirmed".  Copy components from the Request Schedule Line into the Confirmed Schedule Line by clicking <b>Copy Components</b> .



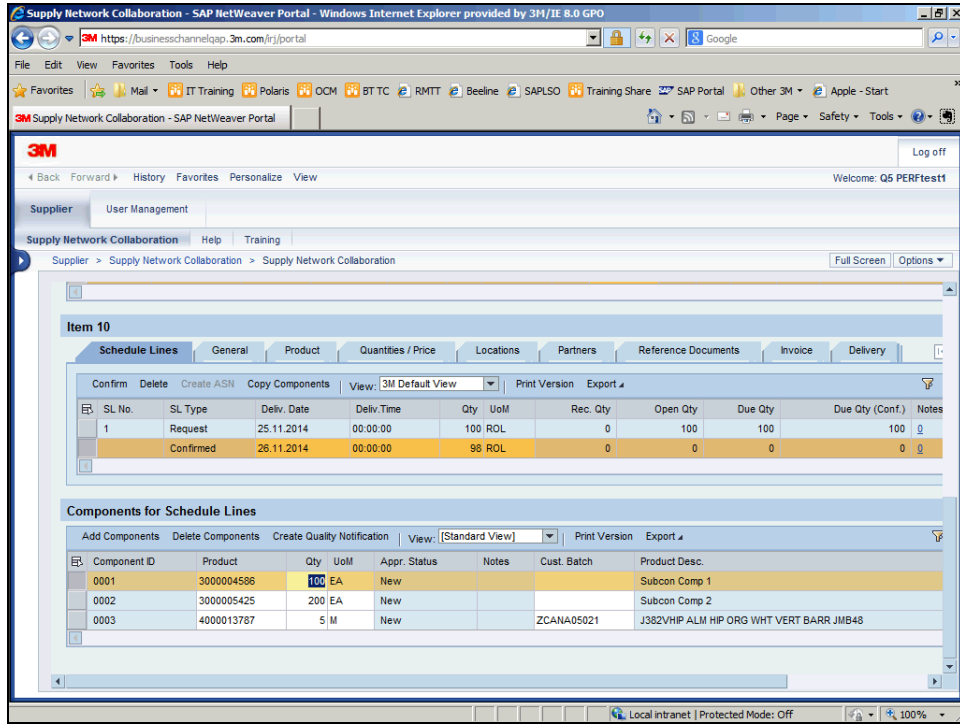
Step	Action
26.	Click the <b>Confirmed</b> row header. 
27.	Click <b>Copy Components</b> . 

Step	Action
28.	<p>If the <i>Components for Schedule Lines</i> section displays a list of components, the copying of components was successful for the confirmed schedule line.</p> <p><b>Note:</b> Prior to copying components, the <i>Components for Schedule Lines</i> section of the screen was blank with the message, "<b>The table does not contain any data.</b>"</p>
29.	<p>Update the <i>Components for Schedule Lines</i> information as necessary.</p> <p>Make any of the following component updates:</p> <ol style="list-style-type: none"> <li>1. Add a new component - click <b>Add Components</b>.</li> <li>2. Delete an existing component – highlight a line and click <b>Delete Components</b>.</li> <li>3. Add / Modify Batch – enter the batch number in the <b>Cust Batch</b> field.</li> <li>4. Modify Qty – change the quantity.</li> </ol>
30.	In this example, only change the quantity.

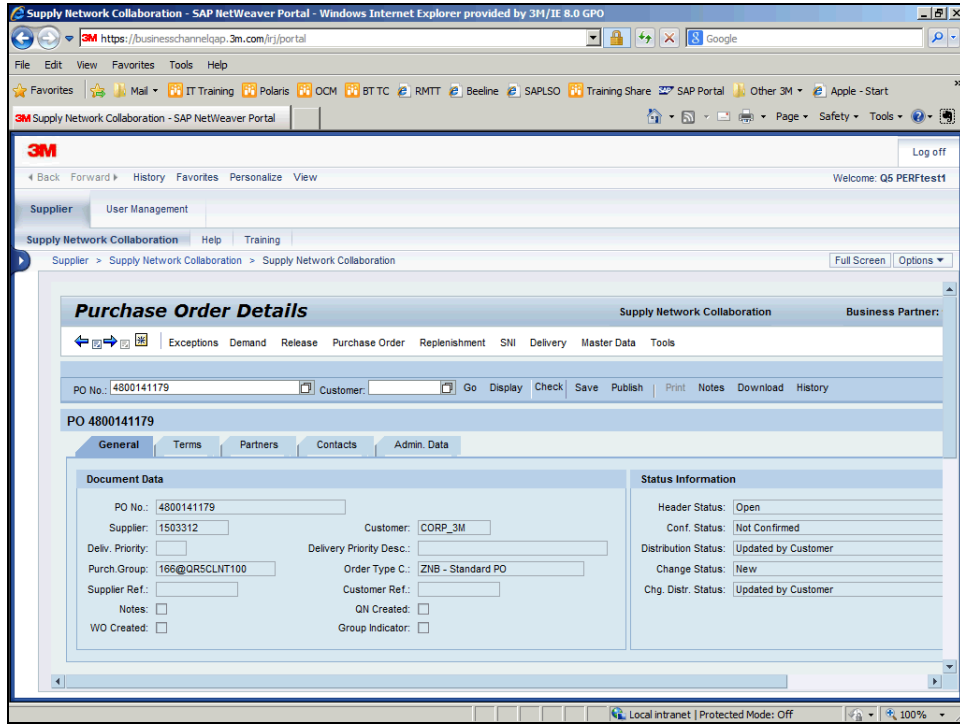


Step	Action
31.	Click the <b>Qty</b> field.
	<b>100</b>
32.	Type <b>Qty "99"</b> .

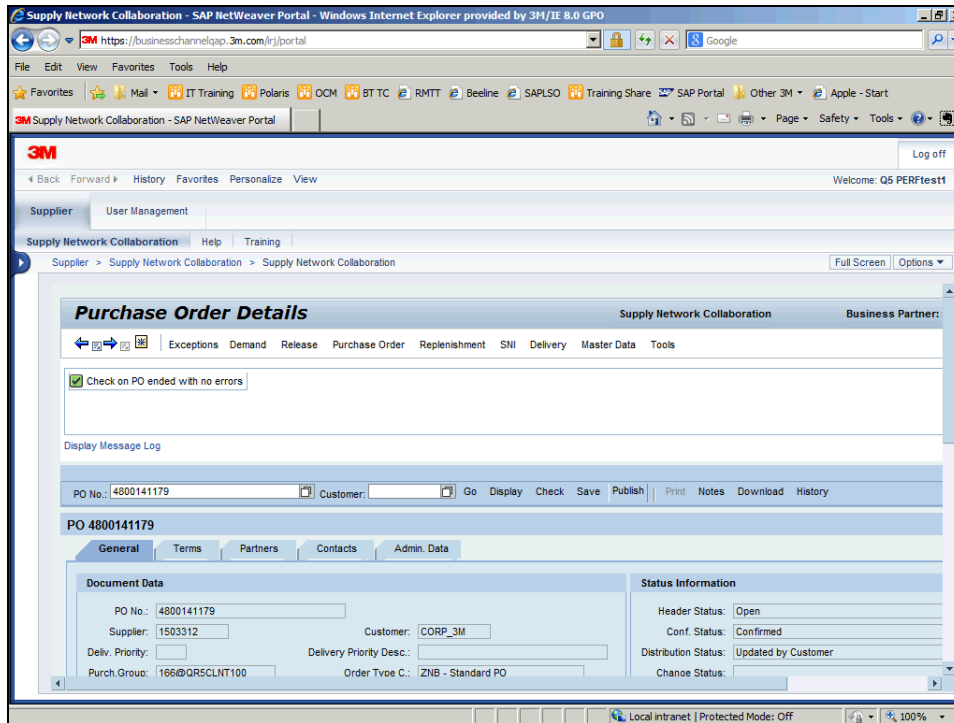





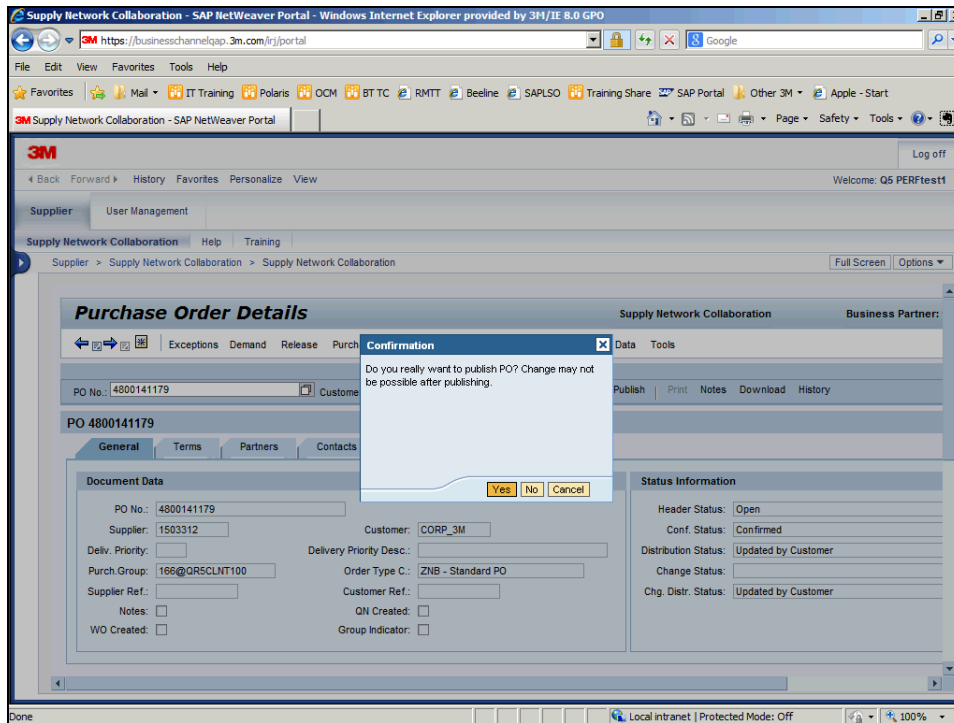
Step	Action
33.	After updating the <i>Components</i> , scroll up to check and publish the confirmation.
34.	Click the <b>Vertical</b> scroll bar.
35.	After making all changes, check for errors prior to publishing the PO confirmation.




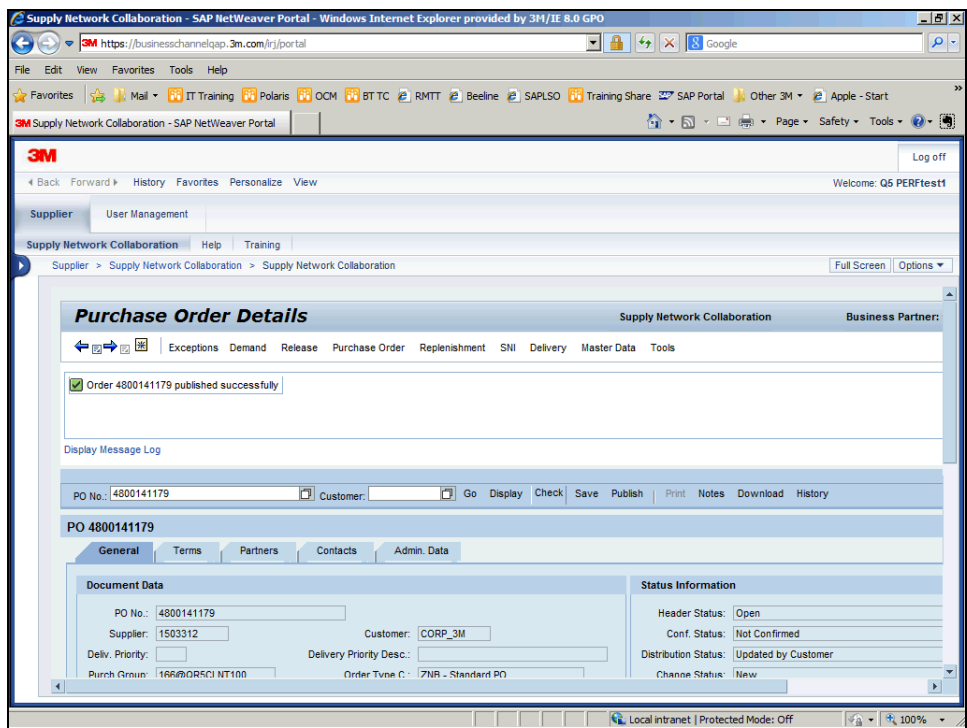
Step	Action
36.	Click <b>Check</b> . <b>Check</b>
37.	The system displays any errors at the top of the screen.



Step	Action
38.	Click <b>Publish</b> . 



Step	Action
39.	Click <b>Yes</b> . 
40.	The system displays the message, " <b>Order XXXX published successfully</b> ".



Step	Action
41.	You have completed this activity. <b>End of Procedure.</b>